

**TANZA WATER DISTRICT****PROPERTY MANAGEMENT CONTROL PROCEDURE**

Type of Document:

Quality Management System Procedures

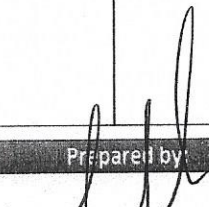
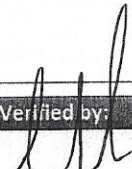
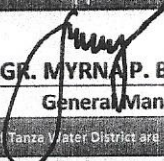
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Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	AGS
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1.0 OBJECTIVE

This procedure describes the process of effective and systematic management and control of the property of TANZA WATER DISTRICT in compliance with ISO 9001:2015 standard requirements.

2.0 SCOPE

This procedure covers the tagging and inventory of Tanza Water District properties which includes office equipment and devices, furniture and fixtures, machineries and other property, plant and equipment.

3.0 DEFINITION OF TERMS

- 3.1 AGSD – Administrative and General Services Division.
- 3.2 ACMD – Accounting and Cash Management Division.
- 3.3 PAR - Property Acknowledgement Receipt. The form used as evidence of issuance of items to concerned employee.
- 3.4 IAR – Inspection and Acceptance Report. The form used by supply officer or end-user to inspect and receive deliveries.
- 3.5 PPE - Property, Plant and Equipment. A type of fixed assets.
- 3.6 RPCPPE - Report on Physical Count of Property, Plant and Equipment.

4.0 REFERENCE DOCUMENTS

- 4.1 Procurement Control Procedure
- 4.2 Infrastructure and Equipment Preventive Maintenance and Repair Procedure
- 4.3 Warehousing Control Procedure

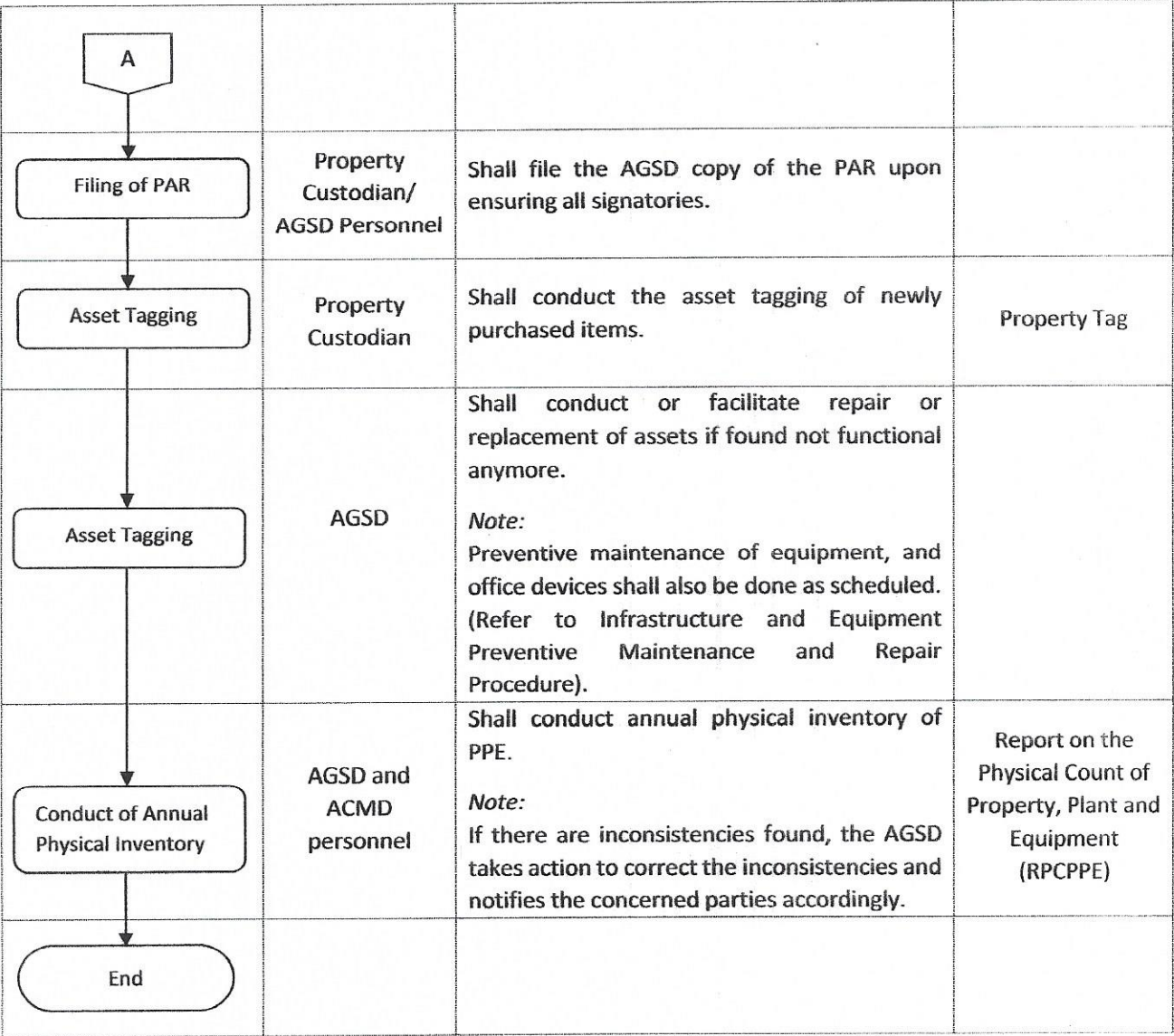
5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Manager of AGSD shall have the responsibility for the following:
 - 5.1.1 Ensure full implementation of this procedure.
 - 5.1.2 Review procedure periodically to include improvements.
- 5.2 The Administrative and General Services Division shall be responsible for ensuring all property, plant and equipment are accounted for, maintained and monitored.
- 5.3 The concerned employee/s shall be responsible for the proper handling and use of items issued to them.

6.0 PROCEDURE DETAILS

6.1 Property Management Process

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Inspection and Acceptance</div>	Property Custodian	Shall inspect and receive all newly purchased items together with the end-user. This shall include office equipment and devices, furniture and fixtures, machineries and other property, plant and equipment (PPE). <i>Note:</i> Refer to Warehousing Control Procedure.	Inspection and Acceptance Report (IAR)
<div>Update of Inventory</div>	Property Custodian/ AGSD Personnel	Shall update the inventory of PPE and include all those which are newly purchased.	Inventory List of PPE
<div>Issuance of PAR</div>	Property Custodian/ AGSD Personnel	Shall prepare Property Acknowledgement Receipt (PAR) in duplicate for items that will be issued to the concerned employee or division. Item specifications and other details shall be indicated. <i>Note:</i> A copy shall be issued to the concerned employee and the other copy shall be filed by the AGSD. For items to be issued to division, the division manager shall receive the items and PAR shall be under his name.	Property Acknowledgement Receipt (PAR)
<div>Receipt of Items</div>	Concerned Employee	Shall receive and check the particular item/s, sign the PAR and secure a copy of such as evidence of receipt.	Property Acknowledgement Receipt (PAR)
<div>A</div>			



6.2 Reports

Reports	Frequency	Responsible
Report on the Physical Count of Property, Plant and Equipment (RPCPPE)	Annually	AGSD Personnel/Property Custodian

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7.0 PERFORMANCE INDICATORS

- 7.1 The inventory list shall be updated whenever there are changes in the asset tagging.
- 7.2 Property, plant and equipment, as identified by the AGSD, shall bear TANZA WATER DISTRICT sticker.
- 7.3 All pull-out asset, whether for repair or disposal shall be approved by General Manager and monitored thoroughly.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Property Acknowledgement Receipt
- 8.2 Form 2 - Inventory List of Property, Plant and Equipment
- 8.3 Form 3 – Property Tag
- 8.4 Form 4 - Report on the Physical Count of Property, Plant and Equipment (RPCPPE)



INVENTORY LIST OF PROPERTY, PLANT AND EQUIPMENT

[illegible]

AGS-063-00



Republic of the Philippines
Tanza Water District
Tanza Cavite

Item Description _____
Date Acquired _____
Acquisition Cost _____
Location _____
Remarks _____

Property Custodian _____ Bookkeeper _____

AGS-063-00



Republic of the Philippines
Tanza Water District
Tanza Cavite

Item Description _____
Date Acquired _____
Acquisition Cost _____
Location _____
Remarks _____

Property Custodian _____ Bookkeeper _____

AGS-063-00



Republic of the Philippines
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Tanza Cavite

Item Description _____
Date Acquired _____
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Location _____
Remarks _____

Property Custodian _____ Bookkeeper _____

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Item Description _____
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Republic of the Philippines
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Item Description _____
Date Acquired _____
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Remarks _____

Property Custodian _____ Bookkeeper _____

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Republic of the Philippines
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Item Description _____
Date Acquired _____
Acquisition Cost _____
Location _____
Remarks _____

Property Custodian _____ Bookkeeper _____

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Republic of the Philippines
Tanza Water District
Tanza Cavite

Item Description _____
Date Acquired _____
Acquisition Cost _____
Location _____
Remarks _____

Property Custodian _____ Bookkeeper _____

Tanza Water District

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Republic of the Philippines
Tanza Water District
Tanza Cavite

Item Description _____
Date Acquired _____
Acquisition Cost _____
Location _____
Remarks _____

Property Custodian _____ Bookkeeper _____



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

[illegible]